

# OTS 2005 Branch Office Survey Instructions

The Branch Office Survey (BOS) is an annual survey of branch deposit information reported as of June 30, 2005. All associations required to file the 2005 BOS must electronically transmit their completed survey to the OTS using the Electronic Filing Software (EFS) system. The **filing deadline** is **Monday, August 29, 2005**.

To ensure that you will have the most current data, you **must** download and import the 2005 BOS shell for your institution. The 2005 Branch Office Survey shell will then be populated with your most accurate previous year's data - not including deposits. **Institutions new to reporting BOS will enter 2005 BOS data directly.** Please reference the EFS "Help" function for detailed instructions for reporting your BOS data. **Note: All dial-up capabilities are discontinued. All transmission and downloads are to be accomplished through EFS-Net.**

## Download/Import 2005 BOS Information

- Select the June 2005 reporting cycle.
- Click on "Transmit."
- Select [x] Download Financial Data.
- Select [x] BOS.
- Click on "EFS Net" and then click on "Login to my Internet connection and connect to the EFS-NET" to submit your data download request via your Internet connection.
- When you receive an email notifying you that your data is now available for download click back on "Transmit", Select [x] Download Financial Data, check the box in the lower left hand corner that states "I have submitted previous data requests using EFS-NET and I wish to check the status of my previous request".
- Click on EFS-NET and "Login to my Internet connection..."
- Click on the "Download Now" link to download the BOS data.
- After the BOS is successfully downloaded, close the EFS-NET screen and click on System/Financial Data/Import Downloaded Financial Data from the top left menu of the main screen. The Import screen will then appear. Click on the report name and click on "Import" to import your 2005 branch office listing into your 2005 BOS report.

## Update 2005 BOS Financial Data

- Select "Reports," and click on the "BOS" tab.
- To update, click on the sequence number of each branch office. Type the correct change code that applies to the selected branch office.
  - U – Update Deposits (Include Escrows)
  - N – New Branch Office
  - H – New Home Office
  - R – Redesignate Branch Home Office
  - C – Close Branch or Home Office
  - L – Relocate Branch or Home Office
  - S – Short Distance Relocation
  - T – Correct Typographical Error from Previous Year
  - If you are reporting for a new institution, your home office will be coded "H" and **all** of your branches will be "N".
- Enter updates and click the diskette icon to "Save" your updated data.
- Select the check mark icon to perform an edit check. Correct all BOS failed edits. You will not be able to transmit the Branch Office Survey with edit check failures.
- **Print** the BOS report and ensure it is signed by the appropriate official(s) and filed.
- Exit to the EFS main menu. Select "**Transmit**" to send your BOS report using the EFS-Net Internet option.